



**Bahria University College of Medicine, Islamabad**  
**Constitution of Technical Review Committee (TRC)**  
**Composition, Terms of Reference (TORs) and Policy**

## **1. Introduction**

The Technical Review Committee (TRC) at Bahria University College of Medicine (BUCM) is established to ensure that all research proposals submitted to the institute meet the highest standards of scientific merit, ethical considerations, and feasibility. The TRC is tasked with the initial review and assessment of these proposals.

## **2. Committee Composition**

The TRC shall consist of the following members:

### **1. Chairperson:**

- Senior faculty member with extensive research experience (Prof. Dr. Maryam Wahid)

### **2. Members:**

- **Faculty Representatives:** Four faculty members from different medical disciplines.(Prof. Ghulam Mustafa, Prof. Tahira Sadiq, Dr. Huma Amin, Dr. Mehwish Qaiserani)
- **Ethics Expert:** One member specializing in research ethics.(Dr. Shumaila Najeeb)
- **Biostatistician:** One member with expertise in biostatistics.
- **External Reviewer:** One external expert in medical research (optional, based on availability).

### **3. Secretary:** Dr. Shameela Majeed



- Appointed by the Head of Research to coordinate meetings and documentation.

### 3. Terms of Reference (TORs)

#### 1. Objective:

- To conduct a technical review of all research proposals submitted to BUCM.

#### 2. Functions:

- **Review Proposals:** Evaluate the scientific merit, feasibility, and ethical considerations of each proposal.
- **Provide Feedback:** Offer constructive feedback to researchers on proposal improvements.
- **Approve or Reject:** Make decisions to approve, conditionally approve, or reject proposals.
- **Monitor Compliance:** Ensure proposals comply with institutional, national, and international research standards.
- **Ethical Oversight:** Refer proposals requiring ethical review to the Institutional Review Board (IRB).

#### 3. Meeting Frequency:

- The TRC shall meet monthly or as required based on the volume of proposals.

#### 4. Decision-Making:

- Decisions are made by a majority vote of the members present.
- In case of a tie, the Chairperson has the deciding vote.

#### 5. Documentation:

- Maintain detailed records of all reviews, decisions, and communications with researchers.

#### 6. Confidentiality:

- Ensure the confidentiality of all research proposals and associated data.

### 4. Policy for Research Proposal Submission and Review



1. **Submission Guidelines:**

- **Format:** Proposals must be submitted in the prescribed format provided by BUCM.
- **Deadline:** Proposals must be submitted at least three months before the intended start date.
- **Documentation:** Include all necessary documentation such as study protocols, informed consent forms, and budget details.

2. **Initial Screening:**

- The Secretary conducts an initial screening to ensure proposals meet submission requirements.

3. **Review Process:**

- **Assignment:** Proposals are assigned to TRC members based on their expertise.
- **Evaluation:** Members evaluate proposals using a standardized assessment form.
- **Feedback:** Consolidate feedback from all reviewers and communicate it to the researchers.

4. **Approval Criteria:**

- **Scientific Merit:** The proposal must have a clear research question, sound methodology, and potential for significant contribution to medical knowledge.
- **Feasibility:** The project must be practical and achievable within the proposed timeframe and resources.
- **Ethical Considerations:** The proposal must adhere to ethical guidelines and ensure the protection of participants.

5. **Conditional Approvals:**

- Proposals requiring minor revisions may be conditionally approved, with final approval contingent on addressing specified concerns.

6. **Rejection:**

- Proposals that fail to meet the required standards may be rejected, with detailed feedback provided to the researchers.

7. **Resubmission:**

- Researchers may resubmit revised proposals, addressing the TRC's feedback, for reconsideration.



## **8. Monitoring and Follow-Up:**

- Approved projects must submit regular progress reports to the TRC.
- The TRC may conduct periodic reviews to ensure ongoing compliance with approved protocols.

## **5. Ethical Compliance**

### **1. Ethical Review:**

- Proposals involving human subjects, animals, or sensitive data must undergo ethical review by the IRB.

### **2. Informed Consent:**

- Ensure that all research involving human participants includes appropriate informed consent processes.

### **3. Conflict of Interest:**

- Members must disclose any conflicts of interest and recuse themselves from reviewing proposals where such conflicts exist.

## **6. Amendments to the Policy**

- The TRC policy is subject to annual review and may be amended to address emerging needs and challenges in the research environment.

## **Conclusion**

The Technical Review Committee at Bahria University College of Medicine is dedicated to upholding the highest standards in medical research. Through rigorous evaluation and ethical oversight, the TRC ensures that research conducted at BUCM contributes to scientific advancement and aligns with the institution's mission and values.



**Approved by:** Head of Research (Prof. Dr. Wafa Omer)

**Date:** 25-5-2024

**Reviewed by:** Research Advisory Committee

**Date:** 25-5-2024